



## **JOB DESCRIPTION**

### **JOB INFORMATION**

Title: Riverwood, Tom O’Leary, Pebble Creek Maintenance

Classification: Part-Time Seasonal I, II and III - Hourly - Non-Exempt

Salary Range: Determined on an annual basis by the Board of Park Commissioners

Supervisor (s): Golf Course Superintendent and Full-Time Maintenance Staff

### **JOB SUMMARY**

Employee will be assigned a variety of tasks supporting golf course and all areas at the assigned facility. Employee is responsible for safe, efficient operation of equipment, tools, and safe work procedures on the job.

### **RESPONSIBILITY/ACCOUNTABILITY**

Employee is directly accountable for own actions or inaction.

Employee is to take direction from assigned supervisor or person responsible for successful completion of task, or other supervisors within the division.

### **JOB DUTIES AND TASKS**

*The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position’s duties and tasks, as they may change or be adjusted, as situations require.*

#### **ESSENTIAL FUNCTIONS:**

Employee is accountable to handle skilled assignments; however, all seasonal staff are expected to accept any assignments from full-time golf course employees.

Light construction and landscaping work are common, as are minor repairs to equipment, vehicles, buildings and facilities.

Frequently involves operation of a truck, tractors, equipment, and hand tools, turf care, maintenance of athletic facilities, construction and some carpentry.

Responsible for safe operation of all equipment and due care and safety in handling pesticides and other chemicals, safe practices on the job site, and care and upkeep of vehicles, tools, and equipment.

Inform supervisors or proper staff person of job problems, broken equipment, building damage, potential safety violations, and to inform supervisor that certain tasks were not completed before accepting new assignment.

May be called upon to clean rest rooms, make garbage runs and other laboring type assignments.

Maintain records and reports relating to maintenance, operation, and improvements.

Be punctual and reliable regarding assigned start times.

Assist individuals and groups as needed within the policies and procedures of the Bismarck Parks and Recreation District.

Efficiently adhere to risk management program including timely submission of incident/accident and safety concern reports, safety training, and inspections.

Represent the Bismarck Parks and Recreation District in a positive manner at all times.

Follow all Park District ordinances, policies and procedures, including, but not limited to, the Human Resource Policy and Procedure Handbook, Accounting Manual and risk management program as well as applicable federal and state laws.

***Other Duties:***

Responsible for personal neatness, attire, and vehicle cleanliness; communicating repair needs and job site neatness.

Perform a variety of tasks that range from skilled to unskilled work.

Employee is to inform supervisors prior to running out of supplies, scheduling special tools or equipment, or upon completion of a task.

**JOB SPECIFICATIONS**

Ability to lift and carry objects up to 50 pounds alone or heavier lifting with other employees.

Valid driver's license is required for class of vehicle to be driven. Minimum age is 18 years old.

Must be able to read, understand and interpret labels on pesticides, reports, manuals and to comprehend oral or written instructions.

Ability to prepare written reports, and report problems and repairs to proper person.

**WORKING CONDITIONS**

Employee is required to be on time and work 35-40 hours a week and overtime when required. Absences must receive prior approval of supervisor.

Work is primarily outdoors and requires working under extreme conditions.

Employee is required to work nights, weekends and/or holidays on a rotating or as needed basis. Work may involve close or minimal supervision.

Requires working with pesticides, frequent lifting (up to 50 pounds) and laboring tasks.

Requires good attitude and effective cooperation with the many user groups that are partners with the Park District as well as other Bismarck Park District Divisions.

Updated March 2023